



**Minutes of the Regular Board Meeting  
September 16, 2011**

**MEMBERS PRESENT:**

Herb Grant, Chair  
Mark Flaten, Vice-Chair  
Denny Morrow  
Bruce O'Leary  
John Seymour

**MEMBERS ABSENT:**

Kay Ek  
Sara Wright

**STAFF PRESENT:**

Jennifer Mohlenhoff, Executive Director

**GUESTS:**

Benjamin Garbe, Assistant Attorney General  
Steve Peltier  
Students

**I. ORAL EXAMINATION**

Four (4) oral exams were administered on September 7, 2011. Upon successful completion, licenses were issued to: Lori R. Cao, Michelle L. Campbell, Kasey A. Curtis, and Kara R. Collins

Four (4) oral exams were administered on September 15, 2011. Upon successful completion, licenses were issued to: Kathryn A. Dahlstrom, Marie E. Fors, Laura K. Meemken, and Jennifer A. Maxfield.

Eight (8) oral exams were administered prior to the Board meeting on September 16, 2011. Upon successful completion, licenses were issued to: Katie Boecker, Jenna Haeflinger, Jennifer Perri, Kathy Gieselman, Melissa Kaderabek, Brian Zirngible, and Erick Reiss.

**CALL TO ORDER**

Chair Herb Grant called the meeting to order at 10:00 a.m. in the University Room of the University Park Plaza Building.

## **II. WELCOME NEW BOARD MEMBER BRUCE O'LEARY**

Herb Grant introduced and welcomed new Board member, Bruce O'Leary, to the Board.

## **III. CONSIDER AGENDA**

Members approved the agenda as presented.

## **IV. APPROVAL OF MINUTES OF THE AUGUST 19, 2011, BOARD MEETING**

Mark Flaten made a motion to approve the minutes of the August 19, 2011, Board meeting as written. Denny Morrow seconded the motion. The motion passed.

## **V. HEALTH PROFESSIONAL SERVICES PROGRAM (HPSP) – REPORT TO THE BOARD**

Herb Grant introduced Kimberly Zillmer, HPSP Case Manager. Ms. Zillmer explained that HPSP was developed in 1994, as an alternative to disciplinary action by the licensing Boards. If a health professional is impaired with a mental health, chemical health, or a medical issue, they may report themselves to HPSP as an alternative to being disciplined by the licensing Board. Health professionals may self-report, be referred by their licensure Board, by a third party, or as part of a disciplinary order by a licensing Board. A licensee cannot be persecuted by reporting in good faith. HPSP monitors how practitioners manage their illness by obtaining reports on a regular basis about their treatment progress and work quality. Additional monitoring may include practice restrictions, toxicology screening, or other requirements. Monitoring may be six months or as long as five years.

Denny Morrow, Board Representative to HPSP, commented that he attends the HPSP Board meetings and stated that all information collected by HPSP is completely confidential and entirely focused on trying to help professionals deal with an impairment.

## **VI. ADMINISTRATIVE REPORT**

### Budget Report:

Members reviewed the Board's current budget report, which did not include a Vendor Payment Detail Report. Jennifer explained that the State has implemented a completely new accounting budget system named "SWIFT." There are still numerous issues being resolved with the new system and it is not yet able to run accurate revenue and expenditure reports. It is hoped that accurate reports will be available by October.

### Updates:

#### Sunset Commission Statute:

Jennifer gave an update on the final 2011 legislative action that included the enactment of a sunset commission charged with reviewing all state entities, per a set schedule, to evaluate and report to the legislature as to possible sunseting (i.e. closure) of state entities. Jennifer reported that to date, no members have been appointed to the commission, and none of the Boards have

received information or data requests to begin preparing a response back to the commission.

#### State IT Consolidation:

Jennifer gave an update on the 2011 legislation requiring that all state IT personnel and functions be centralized within the state's Office of Enterprise Technology (OET). Jennifer reported that the consolidation process was moving very quickly, but that no immediate changes to the IT personnel that support the Board are anticipated. In the future, it is unknown whether consolidation may make it more difficult, or more costly, for small entities to obtain necessary IT support and services.

#### Oral Exam Panels:

Jennifer reported that the Board's current Annual Plan contains a provision allowing the Board to contract with additional LMFTs to assist the Board in conducting oral examinations. The Board may now enter into contracts with individuals to conduct oral examinations when paired with a sitting Board member. Jennifer stated that she will ask the Board for feedback to create a pool of people she can call upon to assist with oral exams.

#### Rule Revisions:

Jennifer reported that there are relatively few areas of the rules that need to be reviewed again by the Board. Areas that need to be reviewed again include a mandatory timeline process for recent graduates to become an applicant, LAMFT licensure, a mandatory timeline for completing the licensure process, and the requirements to become a Board-approved supervisor.

#### National Examination

Jennifer reported that 14 candidates sat for the first summer testing window of the national exam, noting that the passing rate was 79 percent, and Minnesota continues to exceed the national percentage scores in every domain, except for the Professional Standards domain, which was slightly lower.

### **VII. MARRIAGE AND FAMILY THERAPIST WORKFORCE SURVEY 2011- REVIEW OF FINAL SURVEY**

Members reviewed a final draft of an LMFT workforce survey. Jennifer reported that this survey will be part of the renewal process this calendar year, beginning December 1, 2011, and requested that members notify her of comments on the draft within the next week, so that she may provide feedback to the office within the Minnesota Department of Health conducting the survey.

### **VIII. VARIANCE REVIEW (2)**

#### Variance #1:

Members reviewed a request for a variance from a licensee asking for an additional six months to complete continuing education hours, due to a health situation. Mark Flaten made a motion to

approve the variance. Denny Morrow seconded the motion. The motion passed.

#### Variance #2:

Members reviewed a request for a variance from a licensee seeking to obtain an additional 4.5 hours of CE by independent study, due to a medical condition. Mark Flaten made a motion to approve the variance. Denny Morrow seconded the motion. The motion passed.

Denny Morrow requested that variances be coded by year and numbered in the order in which they are received. Members appreciated Denny's suggestion and asked that all future variances be coded by year and number.

Jennifer addressed the issue of continuing education variances, noting that a large number of requests for extensions are received close to the renewal period, and that historically, the Executive Director had granted extensions for CE requirement. Jennifer stated that she will compile a document for the October Board meeting to indicate the types of CE variance requests commonly received, and that the Board may decide and make a motion at the October meeting to determine if CE variance requests can be granted administratively.

Ben Garbe stated that it is important to frame all variances with consistency, and that the Board would be required to officially grant authority to the Executive Director to grant continuing education variance requests.

### **IX. AMFTRB ANNUAL MEETING – REPORT**

Herb Grant and Mark Flaten reported on the AMFTRB Annual Meeting which they attended September 7-8, 2011.

Herb Grant reported that AMFTRB is one of three entities that shape the world of marriage and family therapy - COAMFTE and AAMFT being the other two. He stated the focus of this year's meeting was on the history of AMFTRB since it was that entity's 25<sup>th</sup> year. There was a discussion about the national exam and the AMFTRB Exam Committee and PES intend to add more items to the exam, and to determine if the current domains are still relevant to the practice of MFT.

The Model Law Committee presented recommendations about standard requirements that could serve as a model for states should states move toward maintaining the same licensing standards across all jurisdictions. The Committee made recommendations and noted that delegates generally favored increasing the standards, versus establishing an "average" standard. The Committee will take recommendations from the Delegates and make revisions to the proposed model law, which they will send back to all of the Delegates for consideration before bringing the proposal back again next year.

There was a presentation on online education from an online educator who is interested in starting a discussion with all of the various regulatory bodies about each jurisdiction's education requirements, how online educational institutions could best meet the requirements, and how the boards would regulate online education.

Mark Flaten reported on a presentation from an Administrative Law Judge from Colorado who presented on various Disciplinary Panel processes. Access to a Power Point presentation will be available on the AMFTRB's website with data that will be helpful to the Board's Complaint Panel

and Board members.

Herb Grant also reported that he engaged in conversations with border state representatives on topics including issuance of guest licenses, handling of variances, and license enforcement between neighboring states.

#### **X. COMMITTEE REPORTS**

There were no committee reports.

#### **XI. PUBLIC INPUT**

A student questioned if the Board plans on discontinuing the oral exam. Herb Grant explained that the Board is charged with administering a state exam by what method it deems best, and that with the increase in the number of applicants for the oral exam, the Board is taking into consideration other methods of administering the exam. No immediate change to the current system is expected.

#### **XII. OTHER ITEMS**

Jennifer Mohlenhoff distributed a memorandum discussing possible options for the 2012 Board meeting schedule and asked that members review and offer feedback. Members held discussion regarding other possible meeting structures. Herb Grant noted that any changes made to the 2012 calendar would require a change to the Board's bylaws.

#### **XIII. ADJOURN**

Herb Grant adjourned the meeting at 12:45 p.m. on a motion by John Seymour and seconded by Denny Morrow. The motion passed.

#### **XIV. ORAL EXAMINATION (CLOSED TO THE PUBLIC)**

Four (4) oral exams were administered. Upon successful completion, licenses were issued to the following: Allison Benz, Diane Seegers-Kyle, Allan Schwartz, and Teresa Solberg Moore.

I hereby attest that these minutes were read and approved by the Board of Marriage and Family Therapy on October 21, 2011.

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Sara Wright, Secretary